



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Analyst Trainee</b> <b>[Classified Non-Competitive]</b>			Salary <b>\$41,230.15</b>
Posting Number <b>178-17</b>	Position Number <b>070642</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/10/17</b> To: <b>10/24/17</b>
Location: <b>Division of HIV, STD and TB Services</b> <b>50 East State Street - 3<sup>rd</sup> Floor, Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under the direction of a supervisor in DHSTS, Fiscal Management, as a trainee and productive worker, receives on the job training in analytic practices/procedures and their application; completes assignments which will provide practical analyst experience; does other related work. Learns technical assistance and continuous monitoring to grantees in the implementation and ongoing utilization of all related fiscal report forms. Tests Federal Ryan White Grants in Sage System. Learns to plan, develop, finalize, and distribute financial reports required for Federal and State agencies, as well as for special divisional requests. Assists Supervisor and/Administrative Analyst 2 in preparation of required financial and accounting reports in various procurements. Learns to establish and analyze grant reconciliation reports for all federal funding sources. Perform field and office examinations and audits of HIV, STD and TB Services confidential financial records, and contracts. Reviews amendments from grantees in Sage System. Maintains spreadsheets and analyzes grantee data for the grant unit. Learn to analyze and consult on all matters pertaining to the HIV, STD and TB Services budgets and proposed budgetary changes to ensure that expenditures commitments will not result in unauthorized future requirements. Learns systems to develop, monitor, and modify all Federal and State spending for the Care and Treatment unit to ensure that they do not exceed their appropriations. Candidates will be responsible for performing financial work, maintenance of accounts/activities. Learns to create and analyze Business Objects Reports of Division funding for analysis and tracking of obligation and expenditures to evaluate and validate program activities. Develop interpersonal skills by contact with program personnel and control agencies in fiscal control activities.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**License:** Appointees will be required to possess a drivers' license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

***PSTHIVAIDS@doh.nj.gov***

- Mail the required documents to:

**Patricia Laird, Administrative Assistant 2**

**HIV, STD and TB Services**

**Reference Posting #178-17**

**New Jersey Department of Health**

**PO Box 363**

**Trenton, NJ 08625-0363**

### Required documents:

- cover letter
- resume
- State of NJ Employment Application  
([nj.gov/health/forms/dpf-663.dot](http://nj.gov/health/forms/dpf-663.dot)).

*\* Responses received after the closing date MAY be considered if the position is not filled.*

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.